

BLSDM POC TRAINING

- BLSDM PROMOTION ROSTER
- EVALUATION
 - CHECKLIST
 - COMMON MISTAKES
- FORCE MANAGEMENT
 - CLASSIFICATION ACTIONS

Monthly Promotions Rosters

Purpose

Each Squadron will be able to pull their monthly promotion roster.

By pulling the rosters in BLSDM you have a more accurate roster since BLSDM updates every Tuesday, and the roster AFPC sends out is a one time update.

AFPC Secure 4.0 - Main Menu - Internet Explorer provided by USAF

https://w20.afpc.randolph.af.mil/AFPCSECURENET20/PKI/MainMenu1.aspx

Live Search

Favorites DMDC Learning Web Slice Gallery

Citrix XenApp - Air Force P... AFPC Secure 4.0 - Main... X

Page Safety Tools

Welcome, User...

Your current AFPC Secure e-mail address is:

Phone Number:

Click here to update your information

Available Applications... [Top Viewed Sites](#)

Click on the column headers to sort the list by that column.
Click it a second time to reverse the sort order.

| Click Here... | Application Title... |
|--|---|
| ACMS | Acquisition Career Management System |
| ADP | Airmen Development Plan |
| AMS | Assignment Management System |
| ARMS Member | Automated Records Management System for Members |
| BLSDM | Base Level Service Delivery Model |
| CMS | Case Management System |
| CPDSS Web Certificate | Civilian Personnel Decision Support System |
| EPROM Release | Virtual Enlisted Promotion Release Web |
| Fill RPA Status Report | Fill RPA Status Report |
| HPERB | Air Force Medical Service Health Professions Education Requirements Board |
| MyDP | My Development Plan |
| NDAWNET | National Disaster Accountability Web |
| Pascodes | PAS Code Information Provider |
| PERSTEMPO | Personnel Quality-Of-Life Measurement Tool |
| PRDA | Personnel Records Display Application |
| RAW | Retrieval Applications Web |
| Reserve Vacancies | Reserve Vacancy Finder |
| Retraining | Retraining Vulnerability Listings for NCO Retraining Program |
| TEMPO Tracking | TEMPO Management and Tracking System |
| vMPF | Virtual Military Personnel Flight Suite of Applications |
| vPSC RBA | Virtual Personnel Service Center - Role Based Access |
| WebBasedTesting | Web Based Training Modules Testing Application |

Application List Display Preferences

Use Paging: ☐ Yes ☒ No # Items per Page: 10

Message Center...

Are you missing applications?

Your workstation may not be identified as a .Mil or .Gov workstation. Some applications such as RAW require you to access the application from a military or government network. If you are missing some of your applications please visit the .Mil/.Gov Access Check Page to diagnose if you are experiencing network issues that may prevent you from seeing applications.

- As of 28 Jan 2010, most CAC users don't have access to any web applications with a userid/password. Please delete your password unless you are specifically authorized access to one of the few web applications still authorized.
- NOTICE to GIMAIL.AF.MIL E-Mail users: the GIMAIL web site has moved effective early 2010. AFPC Secure users with GIMAIL.AF.MIL e-mail accounts will now find these accounts at www.afomail.com. Any new users

Once you go to AFPC secure Click on the "BLSDM" link.

BASE LEVEL SERVICE DELIVERY MODEL

Home

Individual Form

BLSDM History

Alpha Roster

UPMR

AEF Roster

Cmdr Mgt Roster

Decor6 Elig Roster

Duty Status Roster

Evals Listing

Gains Listing

Loss Listing

Late Evals

Proj/Pend Evals

Family Care Report

Enlisted Monthly

Promotion Roster

Officer Monthly

Promotion Roster

Administration

Individual Form

SSANs may be entered either with or without the dashes.

Names with 4 characters or less, the results will be a last name exact match.

Names with 5 characters or more, the results will be last names that begin with the characters entered.

If a last name is entered, it may take 3-5 minutes to process the request. Please be patient.

Data Currency

Data on all rosters is less than 24 hours old with the exception of the UPMR. UPMR data is current as of 15 APR 2011

Data Problems

Please contact your servicing Force Support Squadron for assistance.

Account Problems

Please contact the BLSDM POC located within the Force Support Squadron.

Training Information

[PSD Handbook \(Guide\)](#) or [Training Tools](#)

Help

For technical problems with the application please contact the AFPC/PSOCC DSN 665-5004 Commercial (210) 565-5004.

Maintenance Message

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

Last Reviewed: 26 Oct 2010

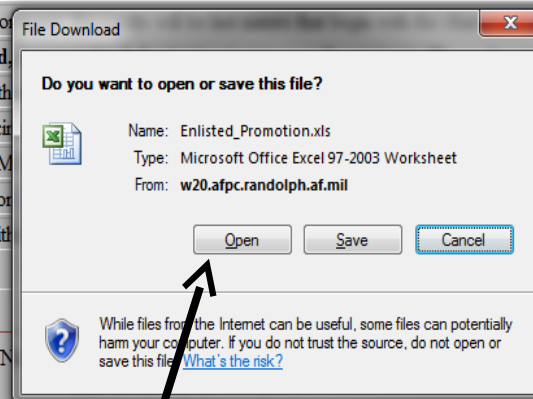
◀ Once in "BLSDM" you
will want to click on
"Enlisted Monthly
Promotion Roster"

BASE LEVEL SERVICE DELIVERY MODEL


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Family Care Report
Enlisted Monthly
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Officer Monthly
Promotion Roster
Administration

| | |
|----------------------|--|
| Individual Form | SSANs may be entered either with or without the dashes. Names with 4 characters or less, the results will be a last name exact match. Names with 5 characters or less, the results will be a last name exact match. If a last name is entered, the results will be a last name exact match. |
| Data Currency | Data on all rosters is less than 15 days old. |
| Data Problems | Please contact your servicing squadron. |
| Account Problems | Please contact the BLSDM Administrator. |
| Training Information | PSD Handbook (Guide) or Training Information |
| Help | For technical problems with the system, please contact the BLSDM Administrator. |
| Maintenance Message | |

PERSON



Click "Open". Once the Excel spread sheet opens you will be able to view your squadrons promotees for the month.



If you have any questions in regards to your promotion roster you can contact:

SrA Jacquelyn Moore 552-8583

Classification Actions

CLASSIFICATIONS

AF Form 2096s will no longer be required for changes to

- Duty Title
- Position Numbers
- DAFSC
- CRO's

E-mail FM org box with

- Member's Name
- SSN
- Rank
- Requested info to be updated
- Effective Date
- Email must come from BLSDM POC

UPMR Updates

- Verify member's position numbers
- Mass updates (10 or more)- please input request on an excel spreadsheet (Name, SSN, Rank, DAFSC, New position #)

Office Symbols

- Must be updated by mbr via vMPF
- Please review Alpha Roster to ensure mbr's are updating office symbol correctly

Quarters Notification

- E-mail to FM org box
- Orders
- All members going TDY need to be e-mailed to FM org box

EVALUATIONS

EVALUATIONS

- EPR/OPR Checklist

- Step by step guidance on what to verify that is complete on evaluation prior to routing to 673 FSS/ Force Management
- Explanation of each section on the AF 910/911/707
- Formatting of signature blocks IAW JBER WG guidance
- Feedback format DDMMYYYY (IAW MPFM 07-44 table 3.2 item 29; MPFM 07-45 table 3.1 item 16)
- Feedback dates CANNOT be before the start date of evaluation or After the C/O date.

FEEDBACK REASONS

- The reason for not conducting a feedback must be specific in Feedback section (example)
 - Rater failed to conduct feedback during rating period
 - Rater unable to conduct feedback while mbr deployed after trying to contact via phone, e-mail etc.
- Can not use the following reason
 - Feedback was given to mbr during rating period but not documented (if the rater/ratee conducted a verbal feedback during the rating period that date CAN be used on the EPR/OPR)

Referral Report Issues

- Verify the date that the rater signs the EPR/OPR Matches Date of the Referral Memorandum
- Verify that all Referral Bullets have been stated in the First paragraph of the Referral Memorandum
- Ensure the Member has provided a rebuttal or the statement on the Referral Memorandum “I did/did not elect to provide comments in response to the EPR/OPR and dated to”

QUESTIONS